

SUGAR CREEK TOWNSHIP
MONTGOMERY COUNTY, INDIANA

TOWNSHIP ASSISTANCE STANDARDS,
ELIGIBILITY AND PROCEDURES

The office of the Sugar Creek Township Trustee is located at 10132 E 1050 N, Colfax IN 46035
Phone 765-324-2919

Office Hours: 8 AM to 4 PM, Monday through Friday. The trustee reserves the right to modify
Office hours in conformity to the needs of the township. The trustee's office will be closed
Holidays.

Trustee: Sandra L. Gable

ELIGIBILITY FOR ASSISTANCE

GENERAL POLICY

- In the state of Indiana, it is the legal duty of the township to provide for its poor and needy, and the Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons within his or her respective township.
- In order to meet the legislative purpose of providing necessary and prompt relief to both the poor and needy families found within their township, the Trustee will determine eligibility for assistance based upon the applicant/ recipient's total situation. The Trustee shall extend aid only when the personal effort of the applicant fails to provide essentials and will carefully investigate the circumstances of each applicant/recipient.
- All decisions regarding eligibility will be based on the following standards: the standards will be posted at the office of the Township Trustee and any member of the public will be permitted to inspect and copy them. Copies of the standards will also be made available to interested public and private social welfare agencies. These standards will be periodically revised by the Township to reflect changes in the law and the cost of living.
- At all times, the Office of the Township Trustee will determine eligibility for assistance without regard to race, source of income, creed, color, sex, handicap status, national origin, marital status, political beliefs, or any other arbitrary condition which operated to defeat the broad statutory purpose of providing assistance to needy families.

SECTION I APPLICATION FOR ASSISTANCE

Persons requesting township assistance are required to complete and sign necessary township forms.

To receive any Township Assistance, the applicant must have completed and signed, under oath or affirmation, an application within 180 days of the applicant's request. In addition, the applicant may need to certify or verify the information on his or her application for each subsequent request for assistance. Except under special emergency conditions, no Township Assistance will be granted at any time except by a personal application at the Trustee's office.

If the Trustee determines an applicant would be eligible for public assistance other than poor relief, the applicant shall, within fifteen (15) days of the date emergency assistance was granted, file an application for public assistance by the state and county Division of Families and Children or another governmental entity for which the applicant may be eligible. **Failure to do so will be considered non-cooperation.**

The law requires a client to apply for and utilize all other assistance programs before being granted township assistance under IC 12-2-1-6. Such an applicant who fails to file an application for other public assistance, within fifteen days of the date that emergency township assistance was granted may not be granted township assistance for one hundred eighty (180) days following the grant of township assistance on an emergency basis. (IC 12-2-1-6.1)

MEMBER OF APPLICANT'S HOUSEHOLD - any person who lives in the same residence as the applicant. "Household" means any of the following:

- An individual living alone.
- A family related by blood.
- A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.

AGE - Any individual or family where the head of the household is eighteen (18) years of age or older or where the individual or household head is legally and completely emancipated at an earlier age will be eligible for assistance from the office of the Township Trustee.

The Trustee shall accept and act promptly upon an application according to law. The applicant will receive a decision on the application as soon as all forms are completed and signed, verification provided, and

investigation completed. A decision is usually made within three (3) working days (72 hours); however, failure to provide information or documents of verification shall be retained in the Trustee's office, whether or not relief was granted.

If aid is denied, pending, or approved, the applicant will receive a written notice giving reasons for the denial. The notice will also advise the applicant that the applicant has a right to appeal the denial and will tell how to begin an appeal. If the applicant is currently receiving Poor Relief assistance and the Trustee denies any further assistance, aid will continue for fifteen (15) days or until a final decision is made by the County Commissioners.

LENGTH OF TIME OF ASSISTANCE -The length of time that an applicant/ household may remain on township assistance is sixty (60) consecutive days in a six month period, unless the office of the Trustee determines the individual applicant/household's situation qualifies extended assistance.

Confidential-all information is confidential and is to be released and exchanged only with agencies related to or pertaining to the application.

RECERTIFICATION- The Trustee may not extend additional or continuing aid to an individual or household unless the individual or household files an affidavit with the request for assistance affirming how, if at all, the personal condition of the individual or the household has changed from that set forth in the most recent application.

COOPERATION- During the interview process, the applicant is required to complete an application and affidavit on behalf of the household and must provide the names of all household members and information necessary for determining the household's eligibility for township assistance. The application must be on the form prescribed by the State Board of Accounts. All adult members of a household will be required to be interviewed by the Trustee's office. The household will be required to cooperate with the investigation of all finances, responsibilities, and eligibility to receive other types of assistance. The investigation may include a home visit and /or contact with relatives who may be able and willing to assist applicant or household. The law requires that an applicant apply for and utilize all other forms of public assistance before being granted township assistance, except in emergency situations.

EMERGENCY ASSISTANCE DEFINED- "Emergency" means an unpredictable circumstance or a series of unpredictable circumstances that:

- place the health or safety of a household or a member of a household in jeopardy; and
- cannot be remedied in a timely manner by means other than township assistance.

Events that are not considered an emergency include eviction, utility cutoff, domestic disputes, and traveling into the township for the purpose of seeking assistance. Each situation will be investigated on its own merit.

RESPONSIBLE RELATIVES

"Relative" includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild, or step-grandchild of a township assistance applicant.

If it is ascertained that the applicant has relatives able to assist him or his family, the Office of the Township Trustee shall, before granting aid a second time, call on such relatives to seek their assistance for said family either with material relief or by furnishing the applicant or applicant's family members with employment.

WORK REQUIREMENT

- A. The Office of the Township Trustee will require any able-bodied adult of a family seeking assistance to search for and accept employment. Where and when feasible, this office may require an applicant to work for relief for a local government agency or a non-for-profit organization unless:
1. The applicant is not physically able to perform the proposed work;
 2. The applicant is a minor or is over sixty-five (65) years of age;
 3. The applicant is needed to care for a family member living in his or her household as a

result of age or physical condition:

4. The applicant is fully employed; or
5. There is no work available for the applicant.
6. The individual obligated to perform the work is, at the direction of the Trustee attending:
 - a. courses under IC 12-20-11-3; or
 - b. a job training program under IC 12-20-12-1 or another job training program approved by the township trustee.

For the purpose of this section, the term applicant means a single person receiving township assistance or, when township assistance is received by a household with two (2) or more persons, that member of the household most suited to perform available work. Suitability to perform available work will be determined by the Trustee, who may provide for medical examinations necessary to make the determination.

- B. The recipient shall be required to do an amount of work which equals the value of assistance at a rate equivalent to the existing Federal Minimum wage. A recipient shall not be assigned to work which would result in displacement of governmental employees or in the reduction of hours worked by those employees. **Failure to comply with printed instructions on a work order will not only cancel the work order, but will also constitute ineligibility for further assistance for (180) days, unless the recipient shows good cause for not performing the work.**
- C. Where the Trustee is not requiring specific work assignments, the Trustee may require verification of an active search for employment by the return of a minimum of ten (10) employment applications per week by the applicant.
- D. In the event the Trustee deems that an applicant would benefit in his/her search for employment by participating in employment counseling, job training and /or educational programs referred by the Trustee, the applicant's refusal to participate in the same is deemed as being a refusal to actively seek employment which will be grounds for denial or termination of township assistance for 180 days.
- E. An applicant/recipient who claims a physical and /or mental inability to seek and / or accept employment, must provide the Trustee with a current doctor's statement or accept a referral to obtain a current medical evaluation verifying such condition. Similarly, ongoing recipients may be required periodically to present an updated doctor's statement for their file. In addition thereto, he/she or they shall provide a medical release to the Trustee upon request for the purpose of obtaining medical records.
- F. The Trustee may provide for medical examination where such an examination is necessary to determine an applicant/ recipient's ability to work for assistance.
- G. The Trustee shall obligate any adult member of a "recipient" household to do any work needed to be done within the county or an adjoining township in another county for any nonprofit agency or governmental unit, including the state, having jurisdiction in those townships.
- H. The workfare recipient shall report to the Trustee's office at 8:00 a.m. every day (Monday- Friday), unless otherwise scheduled or excused by the Trustee. Unexcused absences for scheduled workfare assignments will constitute ineligibility for further assistance for 180 days, unless the recipient shows good cause for not performing the work.

RESIDENCY REQUIREMENTS

Any person in need may obtain aid from the Township where he/she lives. It is not necessary to live in a particular Township for any specific length of time so long as the applicant lives in the Township where he or she applies. The applicant may also apply for township assistance from a township where the applicant is presently residing, if he or she is in need of temporary help and is unable to return to your township of residence for such assistance. However, a person in a township solely for assistance will be ineligible.

It shall be the policy of the Trustee not to spend poor relief funds on behalf of an applicant's dependents as a means to establish residence in this township. To be eligible for assistance, an applicant must have established a household within the township.

The definition of residency/household shall not be construed to mean temporary living arrangements made available by friends, relatives, acquaintances or social service agencies, either public or private. The residency must not be established for the primary purpose of qualifying for township assistance.

Time spent in a penal institution, public or private charitable or benevolent institution, hospital, fraternal home, or in any place while serving the armed forces of the United States may not be counted in determining legal residence in Indiana (IC 12-20-8-5)

SECTION II - DETERMINING NEED

The following section is designed to indicate what the Trustee will take into account in computing the budget of a township assisted applicant to determine whether the applicant is in need of township assistance. In determining need, the Trustee reserves the right to review the budget of the applicant for the past sixty (60) days retroactive from the date of application. And, in some instances, the review will be for a longer period of time as set out in Wasted Income or Resources. A projected income may be performed by the trustee. This section does not indicate what relief the Trustee will provide- rather, Section III sets out in detail what township assistance the Trustee will provide.

- A. At the determination of the Trustee, special emergencies, extraordinary expenses or other unusual conditions may be considered instead of the minimum standards in order to make otherwise ineligible persons eligible for special assistance.
- B. Households requesting assistance must report all assets belonging to all members of the household. Assets which may affect eligibility are those which are available to the household beyond those which are necessary for basic necessities. These must be verified before any assistance can be granted.

BASIC NECESSITIES- Basic necessities include those services or items essential to meet the minimum standards of health, safety, and decency, including the following:

- Medical care described in IC 12-20-16-2
- Clothing and footwear
- Food
- Shelter
- Transportation to seek and accept employment on a reasonable basis.
- Household essentials
- Essential utility services

Other services or items the township trustee determines are necessities

WASTED INCOME OR RESOURCES

- A. The Trustee shall refuse assistance to applicant who intentionally spends or wasted income for the purpose of or in the contemplation of meeting the eligibility requirements for obtaining township assistance. It shall be rebuttably presumed that the spending or use of income or resources within thirty (30) days of the date of application by the applicant for other than the basic necessities such as essential food, clothing, shelter, etc., as set out in IC 12-2-1-10b et seq. was done for the purpose of or in the contemplation of the recipient meeting the eligibility requirements for obtaining township assistance. With reference to assistance for utility bills; it shall be presumed that the spending of income or resources for non-essentials within thirty (30) days of the date the bill became due for which the applicant is seeking assistance was done in contemplation of or for the purpose of seeking and obtaining Trustee assistance on the bill.
- B. Failure to apply for or to maintain eligibility for other forms of assistance such as unemployment compensation, insurance benefits (health, disability, etc) Social Security, Supplement Social Security, HUD (and other subsidized rental assistance), SAFE and Emergency SAFE assistance, Prosecutor's Office (to assist in obtaining child support), Food Stamps, TANF, Medicaid, HCI, Salvation Army, Family Services, Legal Aid, and Legal Services, Occupational Development Center, Vocation Rehabilitation programs, and any other specialized benefit programs for which the applicant may be eligible, is considered an intentional waste of available resources for the purpose of receiving township assistance and shall be grounds for denial.

- C. Where the Trustee verifies that an applicant has quit and /or lost a job without good cause resulting in a need for assistance, the Trustee may deny the application. Each case will be reviewed on its own merit.
- D. Township assistance shall be extended only when the personal effort of the applicant fails to provide the basic needs as listed in IC 12-2-1-10b

INCOME

“Income” includes all sources of monetary gain or benefit available at the time of application and that is projected to be available to any and all members of the household, from any source, including non-monetary or in-kind benefits received from any source, except food stamps or other resources specifically exempted by law. The applicant’s gross monthly income is that income received within the month immediately before the date of application. A household’s income must fall within the township’s financial guidelines to be eligible for township assistance.

Countable Income

means a monetary amount paid either to an applicant or a member of an applicant’s household not more than thirty (30) days before the date of application for township assistance, or accrued and legally available for withdrawal by an applicant or a member of an applicant’s household at the time of application or not more than thirty (30) days after the date of application for township assistance. The term includes the following:

- 4. Gross wages before mandatory deductions.
- 5. Social Security benefits, including Supplemental Security Income.
- 6. Aid to Families with Dependent children
- 7. Unemployment compensation
- 8. Worker’s compensation (except compensation that is restricted for the payment of medical expenses).
- 9. Vacation pay
- 10. Sick benefits
- 11. Strike benefits
- 12. Private or public pensions
- 13. Taxable income from self-employment
- 14. Bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant’s household if monetary compensation of the provision of basic necessities would have been reasonably available from that individual.
- 15. Child support
- 16. Gifts of cash, goods, or services.
- 17. Other sources of revenues or services that the township trustee may reasonably determine to be countable income.

Income Guidelines

| Household Size | Gross Monthly Income |
|-------------------|----------------------|
| 1 | 1353 |
| 2 | 1821 |
| 3 | 2288 |
| 4 | 2756 |
| 5 | 3223 |
| 6 | 3691 |
| 7 | 4158 |
| 8 | 4626 |
| Each Add'l Person | 561 |

NOTE: HOUSEHOLD MONTHLY GROSS INCOME IS INCOME RECEIVED OR PROJECTED FOR THE MONTHLY PERIOD DURING WHICH THE NEED ARISES.

COUNTABLE ASSETS

- Countable assets are non-cash property that is not necessary for the health, safety, or decent living standard of a household, which are owned wholly or in part by members of the household, and that the member has the legal right to sell or liquidate. Examples of countable assets include (but not limited to) : savings and checking accounts, certificates of deposits, bonds, stocks, and other intangibles that have a net cash value; and recreational equipment (boats, motors, or camping trailers, motorcycles, etc.). Countable assets must be liquidated in order to receive continued township assistance. All members of the household will be expected to liquidate any of the aforementioned assets as soon as possible, but no later than sixty (60) days from the date of application. However, non-essential assets purchased by any member of the household after having applied for township assistance must be liquidated immediately before further assistance can be authorized.
- Assets which are exempt from liquidation will include one (1) house in which the household resides, and one (1) automobile, the value or equity of which does not preclude the household from qualifying for other state or federal assistance programs.

VERIFICATION OF EXPENSES

A household that applies for township assistance and has income must present receipts to verify how that income was spent. The Trustee's office will require receipts for the expenditure of all income received by all members of the household.

Only receipts for the basic necessities of living will be recognized. The Trustee's office will accept receipts for shelter, utilities, medical payments, and food purchases (if not receiving food stamps). Expenditures undocumented by written receipts will be counted as unexpended income. Expenditures for items not considered "basic necessities" will not be recognized (for example, excessive telephone service or cable television service) and also will be considered unexpended income. If the Trustee determines that the applicant used income or resources for other than the basic necessities (i.e. shelter, food, utilities, medical payments,) the assistance requested may be denied. Hand written receipts from members of the applicant's immediate family will not be accepted. All receipts are subject to verification by the trustee. Willful submission of false receipts may constitute fraud. Applicant must show how income was spent. If the applicant is unable to show how income was spent they may be denied due to expenses not reflecting income.

Any bill that the applicant wishes the Trustee to pay **MUST** be in the applicant's name and at the address where the applicant now lives. Township Assistance is **NOT** an insurance program or "back bill" payment program.

REJECTION OF ASSISTANCE IS AUTOMATIC FOR ONE OR MORE OF THE FOLLOWING REASONS:

1. Willful giving of false information or documentation (60 days)
2. Failure to cooperate with or to provide the Trustee's office with information concerning the application (60 days)
3. Failure to sign the township waiver authorizing release of information concerning the application (60 days)
4. The use of violence or abusive language in or around the Trustee's office or premises (60 days)
5. Voluntary termination of gainful employment without just cause or termination by employer with just cause (of you or an adult member of your household). (60 days)
6. Failure to participate in any training program offered under the Job partnership act without good cause (IC 12-2-1-10.5) (60 days)
7. Eviction from subsidized housing for violation of regulations or guidelines, or voluntarily terminating housing assistance by moving without just cause (60 days)
8. Refusal to accept free or low cost shelter arrangements provided by relatives or others. (60 days)
9. Frequent reporting of the loss or theft of money or food stamps without an accompanying police report (60 days)

10. Failure to apply for or to maintain eligibility forms for public assistance (such as TANF and Food Stamps). (60 days) and or sanctioned.
 11. Willful under-reported income, unreported income, or the transfer of assets for the purpose of rendering (or which will render) a household eligible for township assistance during the six (6) months prior to the date of filing an application for poor relief. (60 days)
 12. Failure to meet workfare/work search requirements. (180 days)
 13. Failure to execute a written authorization for the reimbursement of interim assistance pursuant to 42 USC s 1383(g). (60 days)
 14. Failure to execute a subrogation agreement or other appropriate documentation with regard to repayments provided for under section X of this document (60 days)
 15. Failure to liquidate countable assets (60 days)
 16. Previous or reaffirmation of denial- The township may not extend aid to or for the benefit of any member of an applicant household if the aid requested would pay for goods or services provided to or for the benefit of the individual during a period that the individual has previously applied for and been denied township assistance. (60 days)
- ** Brackets denote length of time an applicant must wait before reapplication for specified denial**

REPAYMENT

- A. Applicants are not required to promise repayment of assistance prior to the receipt of assistance. However, if an individual's circumstances provide a means of repayment, the township may seek reimbursement. Such circumstances include any payment that the applicant may receive in the future, by reason of an event that occurred prior to the date a particular item of assistance was granted. This could include for example: retro-active payments for Social Security, Social Security Disability, SSI, Disability insurance, legal action, etc. In addition, a person may be required to repay from equity in real or personal property, in which case a lien may be placed in favor of the township.
- B. The Trustee may by law recoup funds expended to assist clients waiting to receive SSI(Supplemental Security Income). The refusal of a Trustee applicant to sign a reimbursement authorization for initial payment shall be considered non-cooperation and reason for denial of trustee assistance.
- C. Burial Expense Reimbursement- A township trustee who provides funeral and burial or cremation benefits to a deceased individual is entitled to a first priority claim, to the extent of the cost of the funeral and burial or cremation benefits paid by the trustee, against any money or personal property held by the coroner.
- D. Estates- A trustee who furnishes township assistance may file a claim against the estate of a township assisted recipient who: (1) dies, leaving an estate; and (2) is not survived by a spouse, disabled adult dependent , or dependent child less that eighteen (18) years of age; for the value of township assistance given the recipient before death. The estate of a township assisted recipient includes any money or other personal property in the possession of a coroner.

EMPLOYMENT

If the applicant and any members of the household are in good health, the township shall require that those able to labor shall seek employment, and the township shall refuse to furnish any aid until the township is satisfied that the persons claiming help are endeavoring to find work for themselves. All able- bodied persons seeking or granted township assistance will be required to keep their employment card updated by the local employment office, and be willing (registered) to accept employment at the federal minimum wage level.

REFUSAL- If the applicant is offered and refuses employment by the trustee, regardless of whether the compensation is in the form of money, rent, or other necessities; or refuses employment at a reasonable compensation offered by any other individual, governmental agency, or employer; the township trustee shall not furnish assistance to the applicant until he/she perform the work or show just cause for not performing the work.

MEDICAL EXEMPTION FROM WORK- If a township assistance applicant or member of the household claims an inability to work due to health, the trustee may require and provide for any medical examination necessary for the trustee to determine whether they are able to perform work.

SECTION III - SERVICES AND BENEFITS PROVIDED

FOOD-The office of the township trustee may provide assistance in obtaining food in the form of a purchase order for eligible grocery markets. The Trustee shall refer any individual or family before or immediately upon their application for food relief to the food stamp agency. The Trustee may not purchase food for anyone currently receiving food stamps.

It is unlawful for any trustee to provide food assistance for more than (30) days unless the individual files an application with the township trustee that includes:

1. Evidence of application for food stamps from the Division of Family and Children; and
2. The amount of assistance received or the reason for denial of assistance.

Conditions under which the trustee may purchase food for a family eligible for food stamps are:

1. During the period when a family may be awaiting food stamps from the Division of Family and Children.
2. Upon the verified loss of the family's food supply through spoilage.
3. Upon a written statement from a physician indicating one or more members of the family needs a special diet, the cost of which is greater than can be purchased with the family's allotment of food stamps.
4. Fire or natural disaster.

When the Trustee determines that a family, including a one- member family, is in need of supplementary food assistance provided, however, that the family has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case. (IC 12-2-10)

Households reporting the theft of food stamps will be required to file a "theft report" with the local police department before any assistance can be given by the Trustee. Habitually reporting the theft or loss of food stamps and /or TANF monies may result in a denial.

The applicant may only purchase food or non-food items authorized by the township. The applicant will be liable to the vendor for any item purchased with a general purchase order that was not authorized by the township. The purchase of items not authorized by the township may result in denial of future assistance.

Food and non-food items may only be returned as a credit to the township. Under no circumstance may an applicant receive cash, credit or substitute for a returned item. In the event an applicant receives cash, credit or substitute for a returned item the recipient may be denied for future assistance by the township trustee's office. (60 days)

The applicant will be required to show identification with a picture to the vendor with the purchase order. Any applicant who refused to provide proper identification will be denied for future assistance by the township trustee's office. (60 days)

SHELTER- The township trustee shall provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant.

Shelter will be defined as a house, a mobile home, an apartment, a group of rooms, or a single room, occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. "Separate living Quarters" are those in which the occupants do not live and eat with any other person (s) in the building and which have direct access from the outside of the building or through a common hall. If a housing unit is vacant, the criteria of separateness and direct access apply to the intended occupants.

Assistance may not exceed a predetermined and acceptable shelter allowance as per the township's benefit standards (attached document).

The Township may require home inspections to determine the eligibility of an applicant/household and landlord.

The office of township trustee may require a written information statement from the landlord. This form will be furnished by the office of trustee and will include the full name of the landlord (or agent if applicable) , a mailing address and telephone number for the landlord, as well as other data necessary to determine the eligibility of the household for township assistance. The statement will indicate whether the landlord will or will not accept payment from the trustee's office for shelter, the amount of rent to be charged, the due date, what appliances are included in the rental and any other information the Trustee deems necessary in determining eligibility. A lease may be accepted in lieu of the landlord statement, if the lease provides the necessary information to determine eligibility.

Except for situations of emergency affecting applicants who are temporarily in the township for reasons other than township assistance, all applicants for township assistance must be residents of, or applying for permanent residency in, the township in which they apply. In order to verify the residence of an applicant, the Trustee's office shall require any of the following, but are not necessarily limited to the following:

1. Mailing address
2. Valid Driver's license ,or photo identification card
3. Telephone listings'
4. Voter's registration
5. Utility service billings
6. Motor vehicle registration
7. Addresses given to former employer
8. U.S. Postal service "change of address" notification
9. Addresses on sales or other receipts for expenditures
10. Statements of the applicant to others as to residency
11. The return in a completed fashion, and the contents of the landlord's information statement
12. Addresses given to others
13. Any other item, documentation, or verification requested from the applicant.

The township will not make shelter payments for residences which are owned by the applicant's relatives; which are available for additional rental income; used for business, commercial purposes, religious purposes or any other non-residential purpose. Nor will the Trustee pay any lease rental due in any one of the following circumstances:

- When neither the applicant nor a legally qualified dependent living in the household of the applicant is a named party on the lease;
- The applicant/ recipient and a non-spouse or co-lessee do not meet the requirement for township assistance.
- If individual's most recent residence was provided by the individual's parent, guardian, or foster parent; and
- An individual without just cause, leaves that residence for the shelter for which the individual seeks assistance.

Homelessness- An individual or household which has spent the prior night (or with the likelihood of spending the night in the immediate future) in an environment considered to be unsafe or unhealthy. Temporarily living with relatives or friend does not, in itself, constitute a "homeless" condition for the purpose of township assistance.

SHELTER EXCEPTION- A trustee is not required to provide shelter to an individual who at the time assistance is requested is under the influence of drugs or alcohol or is incapable of self- care. The trustee may at no cost to the township refer an individual described above to an appropriate agency or facility located in the county or in an adjoining county that has a program or charter specifically addressing the problems of substance abuse, mental illness, or self- care.

A township trustee is not obligated to pay shelter costs to a shelter that is supported by Federal or State funds IC 12-20-17.

The Trustee only pays rent for the number of bedrooms actually required for the number of persons in the household.

The Trustee will NOT ordinarily pay deposits or prepayments charged by utilities, landlords, or other vendors. It is the responsibility of the applicant to make arrangements for the payments of the required deposits BEFORE being granted assistance. *If the trustee's office determines there is a need to pay a deposit an agreement must be made in compliance to IC 12-20-16-17(f)*

UTILITY SERVICE- The Trustee, in cases of necessity and if the applicant otherwise qualifies, will authorize the payment of water, gas, heating fuels, electric services.

The township trustee is not required to pay for any utility service that is not properly charged to:

1. An adult member of a household
2. An emancipated minor who is head of the household; or
3. A landlord or former member of the household if the applicant proves that the applicant is responsible for payment of the bill; or
4. Received as a result of a fraudulent act by any adult member of a household requesting township assistance (IC 12-20-16-3)

However, before payment will so be authorized, the applicant must have first attempted to make reasonable arrangements with the appropriate utility company, and in the event that arrangements have been made, the Trustee will only pay that part of the agreed-upon payments, which are beyond the ability of the applicant to pay.

The Trustee does not pay services charges, deposits, repairs, or transfer fees.

Fuel oil or L.P. gas must be ordered by the Trustee. No payment on a fuel bill will be made if ordered by the applicant.

A client must seek assistance with the payment of energy bills from all federal and state programs designed to assist indigent households with the cost of energy, prior to being assisted by township assistance. A trustee may not provide utility assistance for more than thirty (30) days unless the individual files an application with the trustee that includes evidence of the application and the amount of assistance received or the reason for denial by the federal and state programs designed to assist indigent households with the cost of energy.

CLOTHING- The Trustee shall provide, when necessary, both clothing and footwear to qualified household in an amount and frequency reasonably needed.

The client must seek assistance from all local agencies which supply used clothing.

BURIAL- The trustee shall provide for and superintend the burial of any deceased indigent person not leaving sufficient resources(i.e. cash, and estate, real and /or personal property) to defray said funeral expenses. Payment of benefits from any other source, including any monetary benefits that the deceased individual is entitled to receive from a state or a federal program, and / or any money that another person provides on behalf of the deceased individual, will be deducted from the allowable maximum assistance as determined by the township.

1. The deceased individual must be a resident of Union Township, Montgomery County.
2. The family of such indigent shall apply for assistance to the Trustee of Union Township prior to the contracting with any funeral home, person or organization for the disposition of said decedent's body.

Disposition of the body prior to the family of the deceased applying for assistance to the Union Township Trustee may result in such assistance being denied. It should be noted that the person making application is responsible for verifying eligibility and a signed affidavit is required. A death certificate will be required.

3. If the township trustee determines that the deceased individual is a resident of another township in Indiana, the township trustee shall notify the trustee of that township.
4. In the event such an application for assistance is granted by the Union Township Trustee, the Trustee shall become the superintendent of the disposition of the body, and shall have the final responsibility as to such body's disposition. Consideration shall be given to the desires of the family when the trustee deems that such desires are practical and reasonable.
5. The trustee of Union Township, upon the granting of such application for assistance in the disposing of the decedent's body, shall not pay more than a total sum of Two Thousand seven Hundred Dollars \$2700.00, which shall include the opening and closing of a grave, if the body is to be buried.
6. As Superintendent of the disposition of the body in question, the Trustee shall give priority consideration to funeral directors with places of business located in Union Township.
7. It is contemplated that the disposition of the bodies of infants and people who are not adults should cost less than the disposition of adult bodies. Decisions as to amounts to be spent of such costs (up to \$1,500.00) shall be made by the Trustee of Union Township.
8. Nothing herein shall be construed so as to require the Trustee to pay the entire sum of \$2,700.00.
9. The township trustee may not cremate a deceased individual if:
 - (a.) the deceased individual; or
 - (b.) a surviving family member of the deceased individual;has objected in writing to cremation.

Decisions as to amount to be spent of such costs (up to \$2,700.00) shall be made by the Trustee of Union Township.

10. The township shall not be responsible for funeral and burial expenses of individuals that qualify for burial benefits from Medicaid as described IC 12-14-17.

TRANSPORTATION AND DEPORTATION

The office of Trustee may provide transportation to individuals seeking employment within or outside the township only when there is reasonable evidence provided by the applicant and verified by the township of the likelihood of employment.

An individual may be denied assistance for not more than one hundred and eighty (180) days whenever the individual or a member of the individual's household:

1. has been:
 - (a) sent by a township where the individual does not reside to a location outside the township at the individual's request or by court order; and
 - (b) knowingly reapplies for assistance in the township from which the individual or member of the individual's household was sent.

A township trustee may not furnish a nonresident of a township with transportation at the cost of the township until the township trustee, as administrator of township assistance, determines the legal residence of the individual applying for assistance.

MEDICAL SERVICES-The township trustee shall, in cases of necessity, do the following:

(a) Promptly provide medical assistance for poor individuals in the township who are not provided for in public institutions.

(b) See that medicines, medical supplies, special diets, or tests prescribed by a physician or surgeon in attendance upon poor individuals in the township are properly furnished.

A township trustee may not provide medical assistance if the individual could qualify for medical assistance for the same service under Medicaid, or other governmental medical programs. However, during the application pending period for Medicaid or other governmental program, the trustee may provide interim medical services, if the individual is reasonably complying with all requirements of the application process.

A township trustee shall pay only for the following medical services for the poor of the township:

1. Prescription drugs as prescribed by an attending physician other than a veterinarian.
2. Office calls to a licensed physician or another medical provider.
3. Dental care needed to relieve pain or infection or to repair cavities.
4. Repair or replacement of dentures.
5. Emergency room treatment that is of an emergency nature.
6. Pre-operation testing prescribed by an attending licensed physician.
7. Over-the - counter drugs prescribed by practitioner other than a veterinarian.
8. X-rays and laboratory testing prescribed by an attending licensed physician.
9. Visits to a medical specialist when referred by an attending licensed physician.
10. Physical therapy prescribed by an attending licensed physician.
11. Eyeglasses.
12. Repair or replacement of a prosthesis not provided for by other tax supported state or federal programs.
14. Insulin and items needed to administer insulin in accordance with IC 16-41-19

REQUEST FOR MEDICAL ASSISTANCE- Applicants requesting non- emergency medical assistance will be required to make application five (5) days prior to medical assistance. If emergency medical assistance is received, the recipient must apply for assistance within fifteen (15) days of the treatment.

INSULIN- The trustee shall furnish insulin without charge to township residents who are in need of such treatment for diabetes and who are financially unable to purchase the insulin upon the application of a duly licensed physician.

Insulin must be ordered by a licensed physician who shall affirm, in the physician's belief, that the person is financially unable to apply for the insulin themselves. Upon receipt of a State Board of Accounts prescribed form for insulin properly filled out and signed, in ink, by a physician, any insulin vendor may file this as a legal claim with the township in order to receive the market price of the insulin being furnished. *Insulin requested a second time requires a full application to the township trustee, to determine need, prior to assistance being furnished.*

OFFICE CALLS- (medical service providers) - It should be the responsibility of the applicant to arrange their own appointments for visits to medical service providers.

Clients requesting for a visit to a medical service provider, except in the case of emergencies, should first obtain approval from the Trustee's office. The township trustee's office may use medical providers that are approved by the township to provide medical services to qualified township assistance individuals.

HOSPITAL- The Trustee may pay for necessary medical costs for treatment received in a hospital, unless the recipient qualifies for the Division of Family and Children HCI program. Once a recipient leaves the hospital, he or she must apply for township assistance within fifteen (15) days.

Illness and/or injuries that could be treated during a routine office call by a family physician, and/or when the applicant could have made contact with the trustee's office before such visit, would not be considered a Medical necessity.

DENTAL CARE AND TREATMENT

The trustee's office may render assistance for dental expenses which are medically necessary to eliminate pain and/or infection in the most economical way. Applicant/recipient must request assistance prior to medical treatment. The Trustee's office will not authorize payment of any medical bill prior to application.

SECTION IV - APPROVAL OF TOWNSHIP ASSISTANCE GUIDELINES

We expect everyone who comes into this office to act and be treated in a courteous and dignified manner.

Nothing in these guidelines shall be deemed so as to be construed as being contrary to the laws and statutes of the State of Indiana.

These standards are hereby adopted for use in the administration of township assistance in Sugar Creek Township, Montgomery County, Indiana.

Sandra L. Gable
Trustee

5-5-10
Date Approved

Paul R. Anderson
Township Board Chairman

Phil Gable
Township Board Member